

Board of Commissioners
Chair Rob Putaansuu
Vice Chair Danielle Murphy
Becky Erickson
Charlotte Garrido
Robert Gelder
Kol Medina
Ed Wolfe
Executive Director
Stuart Grogan



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**HOUSING KITSAP BOARD OF COMMISSIONERS
WORK STUDY
MAY 22, 2018
MINUTES**

Board in Attendance: Mayor of City of Port Orchard Rob Putaansuu (Chair), Resident Commissioner Danielle Murphy (Vice Chair), Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Charlotte Garrido, Kitsap County Commissioner Rob Gelder, City of Bainbridge Island Council Member Kol Medina, Kitsap County Commissioner Ed Wolfe.

Attending Staff: Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, Director of Single Family Housing Dean Nail, Director of REMHP Holly Paterson, Lisa Glaesser Finance Project Manager, Executive Assistant Tara Owensby.

Public in attendance: Craig Seibold, Cathy Bonsell, Linda McHenry.

1. Call to Order:

Chair Putaansuu called the meeting to order at approximately 9:00 a.m.

2. Public Comment:

No public comment.

3. Review of the Proposed Agenda:

No comment.

4. Consent Agenda:

Commissioner Erickson moved to approve the Consent Agenda. Commissioner Gelder seconded. Motion carried unanimously.

5. Action Items:

A. Consideration of a motion to approve Resolution 2018-05 authorizing the Chairperson of the Board of Commissioners to sign the Annual Civil Rights Certification.

Holly reported that this is certification is to be signed every year, it states that Housing Kitsap will not discriminate or do anything against the fair housing act, or the 504 act and referenced the date at the top of the document is not current, she that HUD has not updated the form to reflect the current year. Commissioner Erickson asked if this is the same document that the Board is requested to approve in August annually. Holly informed Commissioner Erickson that the document she referred to is the SEMAP document for Section 8 that staff will bring to the Board for Consideration in August.

Action: Commissioner Garrido moved to approve Resolution 2018-05 authorizing the Chairperson of the Board of Commissioners to sign the Annual Civil Rights Certification. Commissioner Murphy seconded. Motion carried unanimously.

B. Consideration of a motion to approve Resolution 2018-06 authorizing the exit of Liberty Bay Associates Limited Partnership.

Stuart announced that HK is at the end of the partnership that Lisa Glaeser, HK's Finance Project Manager has been working closely with Enterprise Community Partners to exit the partnership. The negotiations have concluded and HK anticipates a final exit date of June 30, 2018.

Action: Commissioner Erickson moved to approve Resolution 2018-06 authorizing the exit of Liberty Bay Associates Limited Partnership. Commissioner Wolfe seconded. Motion carried unanimously.

6. Community Updates

Commissioner Erickson reported that the Poulsbo Housing Group circulated a draft proposal called Christ Cabins amongst 5 parishes in Poulsbo with positive responses from three, and will meet next week to discuss specifics of the program.

Commissioner Erickson announced that she reached out to David Smith regarding several adjoined parcels of land, one owned by the Housing Authority the other owned by the City of Poulsbo. The combination of the parcels total almost 14 acres of land and are located in the City of Poulsbo. Commissioner Erickson said there is a possibility for a combination of a Self-Help project and the creation of a Boarding house. She reported that this is in the preliminary stage, that it has not gone to the City Council for approval, that the City Council previously tasked her to sell city properties. She said that she has sold two properties in the past, that this would be the third.

Commissioner Garrido reported that locating property for tiny houses has been a long process. The Church of Christ has committed to study the issue that they will take the month of June to pray about it. She mentioned that they received three donated mobile units and as soon as property is located and more details confirmed, they will move forward.

Commissioner Gelder reported that the last Kingston Housing Group meeting was canceled. The Suquamish Tribe provided the Kingston Group with a set of maps and transparencies. Stuart reported that the group received an update regarding a home share program.

Stuart reported that he has been working with the Affordable Housing Task Force on Bainbridge Island for the last six months with about six weeks left with the overall process and said they been discussing several topics such as Live aboard, expanding the number of anchors in the marina, short term housing, inclusionary housing, tiny houses, and many other topics. All of the research is due in report form to the City Council in June.

7. Board questions and discussion regarding the following program updates:

A. Executive Director

Stuart outlined the purposed plan for the North property tour. Commissioner Erickson requested HK to plan to visit Klingel property during the tour.

Stuart referred to page 58 in the Board packet and reported that he and staff have been busy preparing and planning for the IRS audit of 2007 Bond for Kitsap Apartments.

Stuart introduced HK 4.0: A Journey on High Kick Highway, an idea that senior team came up with that was established after the Executive team finished training with Mike Nash, an organizational management consultant who talks about communication, office morale, team building, and building a culture. The HK senior team took what was learned in the training to establish a new set of norms and operating principles for the agency.

Commissioner Medina inquired of the status of Suzuki. Stuart reported that HK is not the lead on the project that our partner is the Development Project Manager, to check with him regarding a status update. Commissioner Erickson mentioned that there is a great need for low-income housing in Kitsap County.

B. Business & Technology Resources

Wendy reported that Holly and her team has imputed six properties into Boston Post and there is another phone meeting scheduled. She reported that it is exciting to move forward to a software program that should work well for all aspects of the organization. Holly reported that the properties will be entered into the new software six properties at a time for efficiency and “go live” with six at a time.

Commissioner Wolfe inquired of the last time a financial report was submitted to the Board. Wendy reported that the last financial report submitted was in August 2017. HK anticipates financial reports available by May 31, 2017.

Commissioner Medina inquired of the budget, and confirmed with Wendy that next month the budget will be brought to the Board for approval.

Commissioner Erickson asked what the status of HK’s cash flow is. Wendy reported that HK staff is working to calculate the accurate cash flow amount for HK and the ledger should be available for her review by the end of the day. That HK has roughly 4.3 million dollars in the bank, a ballpark amount of 1.3 million is unrestricted funds. Commissioner Medina thanked Wendy and her finance team for working so hard.

C. Single Family/Self-Help

Dean reported that Lola Meadows had a great open house celebration, that Joe Guseman did a great job, and that he cleaned up many loose ends and got the job done.

D. Development

Stuart added to the update that HK has scheduled to meet with the residents to discuss the impact RAD will have.

E. Real Estate Management and Housing Program (REMHP)

Holly reported that the REAC inspection final report would be received soon. HK will release the storage unit that is in HKs possession on Bainbridge Island this week. Holly announced that Laura Daley accepted a position at another organization, that her departure is a big loss for the REMHP department and Housing Kitsap.

8. Executive Session

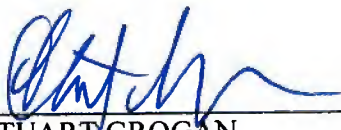
Chair Putaansuu stated the discussion would take 15 minutes and adjourned the meeting into Executive Session to discuss a Personnel Issue (RCW 42.30.110 (g)) at 9:55 am. At approximately 10:13 am, Chair Putaansuu extended the Executive Session 15 minutes. At approximately 10:28 am, Chair Putaansuu extended the Executive Session 15 minutes. At approximately 10:39 am, Chair Putaansuu adjourned the Executive Session and returned to the regular session. Chair Putaansuu called for a special meeting on June 6, 2018 at 3:15 p.m. at the Norm Dicks Government Center Building in the meeting chambers.

9. Adjournment:

The Board of Commissioners Work Study meeting adjourned at approximately 10:40 a.m.

ATTEST:

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STUART GROGAN
Executive Director



TARA OWENSBY
Executive Assistant


Date Approved